

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

**POSITION TITLE:** DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRM&D)

**POSITION LOCATION:** Agency Administration, Tucson

**POSITION REPORTS TO:** Superintendent

**POSITION SUPERVISES:** Directly and indirectly supervises HRM&D staff in the areas of Benefits, Records Management, Recruitment, Classification, Compensation, Staff Development and Employee Relations.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in human resources, business, public administration, education with course work in administration, or related field AND seven years of increasingly responsible HR experience with a minimum of two years experience as a senior Human Resources (HR) administrator, including policy development/implementation, supervision of HR staff, and broad knowledge of the following functional areas of HR: Recruitment, classifications, compensation, staff development, benefits, records management, employee relations and conflict resolution.

**PREFERRED QUALIFICATIONS:**

Master's degree in human resources, business, public administration, education with course work in administration, or related field; five years experience as a senior Human Resources administrator; HR experience in a school setting; database management experience; sign language skills.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Under the direction of the Superintendent, manages and directs HRM&D programs and operations consistent with the Agency's mission and in compliance with law, Board policy, and administrative regulations. Researches, studies, analyzes, and interprets data related to specialized areas of HRM&D and recommends programs or actions to improve services and promote the Agency's goals. Resolves the most complex HRM&D issues that may include conflicting laws, policies, procedures, and practices. Confers with other practitioners in the field including personnel of other state and federal agencies, special interest and community organizations, and universities/colleges to plan and carry out activities to meet work objectives, to broaden knowledge and acquire information of benefit to the Agency.

Conducts investigations and hearings, gathers information, prepares reports, and recommendations as requested by the Superintendent. Implements and carries out decisions of the Superintendent. Recommends revision to Board policies and regulations. Composes a variety of correspondence,

memoranda, summaries, reports, announcements, and other materials related to HRM&D administration. Evaluates impact of proposed legislation and rule changes on the Agency and takes appropriate action. Represents the Agency and Superintendent in hearings, in meetings, and on

PAY PLAN: <u>Administrator/Contract</u>	GRADE: <u>36</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised:</u>
<u>7/2006</u>			

committees, as assigned by the Superintendent. Testifies at hearings before the legislature.

Directly and indirectly supervises HRM&D staff, including but not limited to conduct of work, staff development, performance evaluation, discipline, attendance, leave, and other supervisory issues. Promotes and monitors equal opportunity of all employees and persons interested in employment or having business with the Agency. Monitors staffing patterns and employee turnover, and addresses developing trends. Identifies and develops effective sources for advertising. Acts as custodian of personnel records, safeguards official documents and responsible for staff requests and legal mandates for records. Develops and manages HRM&D budgets. Participates in development of the Agency's budgets. Evaluates agency-wide positions and funding needs. Ensures positions are appropriately classified. Works closely with the Finance Division in resolving pay-related issues to ensure employees are properly compensated. Directs the employee benefits programs in cooperation with the Human Resources Division of the Arizona State Department of Administration. Provides advice and direction to management regarding highly sensitive employee-related concerns and issues, including performance, complaints, grievances, and disciplinary actions up to and including termination. Develops, obtains, evaluates, and delivers effective training programs and materials. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles, practices and procedures of human resource administration.
- Knowledge of statistical concepts and methods utilized in human resource processes.
- Knowledge of Federal, State, and local employment laws related to management of human resources.
- Exceptional communication and writing skills, including public presentation.
- Skills in evaluating, planning, organizing, communicating, directing, coordinating, and budgeting.
- Strong leadership, listening, and influencing skills.

SPECIAL REQUIREMENTS/CONDITIONS:

Travel as required.